

# Transition for NC SES & Schedule C Employees

October 5, 2016



# Welcome & Opening Remarks

Denise Roth  
Administrator



# AGENDA

---

- **Opening Remarks**

Denise Roth, Administrator

- **Update on GSA's Role in Presidential Transition**

Tim Horne, Federal Transition Coordinator, Presidential Transition Team

Donna Dix, Internal Transition Lead

- **Overview of Records Management Procedures**

Travis Lewis, Director, Freedom of Information Act and Records Management Division

Robert Smudde, GSA Agency Records Officer

- **Ethics: Mandatory Training**

Eugenia Ellison, Associate General Counsel for General Law

Shana Vinson, Assistant General Counsel

- **HR: Benefits, Vesting & Off-boarding Procedures**

Jamie Hamlin, Deputy Director, Consolidated Processing Center, Retirement and Benefits Branch

- **Q & A**

Karla Hester, Executive Resources

# Update on GSA's Role in Presidential Transition

Tim Horne  
Donna Dix



# GSA's Role in Presidential Transition

---

## GSA Provides:

- Support to the Eligible Candidates
- Support to the Office of the President-elect and Vice-President-elect
- Support for Interagency Transition
- Support for the Presidential Inauguration
- Support to the Office of the Former President and Vice-President
- Appointee Orientation Coordination

# Role of the Federal Transition Coordinator

---

- Carry out the duties and authorities of the GSA relating to Presidential transitions
- Coordinate transition planning across agencies and the Agency Transition Directors Council (ATDC)
- Ensure agencies comply with all statutory requirements relating to transition planning and reporting
- Act as a liaison to eligible candidates
- Negotiate a Memorandum of Understanding (MOU) with eligible candidates
- Provide coordination for Appointee Training

# GSA's INTERNAL TRANSITION GOALS

---

Work in an agile manner to provide a seamless and successful transition of incoming and outgoing GSA political appointees, solidifying GSA as a leader and proactive partner that can share internal transition best practices across federal government

Help ensure continuity of GSA's public services during the transition to the new Administration

# GSA's INTERNAL TRANSITION ACTIVITIES

---

- Succession Planning
  - Order of Succession
  - Vacancy Reform Act reporting
- Off-Boarding Preparation
  - Benefits Summary
  - Benefits Briefings
- Agency Review Team preparation
  - Briefing Material
  - Micro Site
- On-Boarding Preparation



---

# Questions?

# Overview of Records Management Procedures

Travis Lewis and Robert Smudde  
OAS



## Records Tell the Story

---

Good recordkeeping:

- Meets GSA business needs
- Demonstrates good management
- Provides accountability
- Preserves the National experience
- Protects rights

# Federal Records

---

A Federal record may be anything created or received in the course of government business.

A Federal record can be:

- On any media: e.g. paper, electronic, digital, audio tape, video tape, film, mp3s, etc...
- Temporary (destroyed at some point in time)
- Permanent (retained FOREVER)

## A GSA document, paper or electronic, is a record if it:

---

- Reflects significant actions taken in the course of business
- Conveys valuable information about GSA programs, policies, decisions, actions
- Conveys statements of policy or rationale for decisions

## A GSA document is a record if it:

---

- Documents oral exchanges during which policy is formulated or activities are planned
- Protects legal and financial rights of the Government and the public
- Documents essential transactions of GSA, such as Contracts, Leases, Construction activities, etc.
- Documents administrative functions of GSA

# Records Schedules

---

Records Schedules are the basic tool, the foundation of any records management program. They...

- Describe records types
- State how long files must be retained
- Grant authority for disposal

# Types of Records

---

- Federal Records: made or received by an agency in the course of business
- Personal Papers: unrelated to agency business (files relating to political activities, personal and family matters or social and civic activities).
  - Personal Papers/Files
  - Separate, pack and clearly mark personal papers
  - Delete all personal items such as email, documents, etc. from computer.



## Electronic Records

---

- GSA Records
- Move all records (email, documents, spreadsheets, etc.) to the network drive.
- Compile a list the Federal records copies requested for removal.
- Review the list with your supervisor for approval.

- Criminal penalties for the unlawful removal or destruction of Federal records and unlawful disclosure of national security information.
  - 18 U.S.C. 2071 and 36 CFR 1228.102
  - 18 U.S.C 793, 794, and 798

## For Assistance

---

GSA Agency Records Officer

Robert Smudde

(202) 219-1078

[Robert.Smudde@gsa.gov](mailto:Robert.Smudde@gsa.gov)

Director, Freedom of Information Act and Records  
Management

Travis Lewis

(202) 219-3078

[Travis.Lewis@gsa.gov](mailto:Travis.Lewis@gsa.gov)

---

# Questions?

# NON-RESPONSIVE

# NON-RESPONSIVE

**NON-RESPONSIVE**

**NON-RESPONSIVE**



**NON-RESPONSIVE**

**NON-RESPONSIVE**

**NON-RESPONSIVE**

**NON-RESPONSIVE**

**NON-RESPONSIVE**

**NON-RESPONSIVE**

# NON-RESPONSIVE

**NON-RESPONSIVE**



# NON-RESPONSIVE

**NON-RESPONSIVE**

**NON-RESPONSIVE**

**NON-RESPONSIVE**

**NON-RESPONSIVE**

**NON-RESPONSIVE**

# NON-RESPONSIVE

**NON-RESPONSIVE**



**NON-RESPONSIVE**

**NON-RESPONSIVE**

# NON-RESPONSIVE

# NON-RESPONSIVE

**NON-RESPONSIVE**

# NON-RESPONSIVE

# NON-RESPONSIVE

**NON-RESPONSIVE**



**NON-RESPONSIVE**

# NON-RESPONSIVE

**NON-RESPONSIVE**

# NON-RESPONSIVE

# NON-RESPONSIVE

**NON-RESPONSIVE**

# NON-RESPONSIVE